

**Oregon**

**Interagency Incident**

**Management Team Operations**

**Guide**

**2013**

(As amended 031015 for

use in 2015 Fire Season)



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# Oregon Interagency Incident Management

## Team Operations Guide

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### Introduction

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#### **Oregon Interagency Incident Management Teams**

This document guides the operation of the four - Oregon Interagency Incident Management Area Teams (OR IMTs), herein referred to as the Team(s). The Teams are comprised of individuals from the following agencies:

- USDA Forest Service
- USDI Bureau of Land Management
- USDI Fish and Wildlife Services
- USDI Bureau of Indian Affairs
- USDI National Park Service
- Oregon Department of Forestry
- Oregon Fire Chiefs Association
- Oregon State Fire Marshals Office
- Oregon Emergency Management Services

#### **Operations Guide**

The Oregon Incident Management Team Operations Guide, herein referred to as the Guide, is developed by the Oregon Geographic Board, herein referred to as the Board, and reviewed by the Incident Commanders. It is intended to serve as an aid in providing assistance to teams, team members, alternate members, and trainees in preparing for and fulfilling their assignments.

This Guide should be used in conjunction with the NWCG Fireline Handbook, Interagency Standards for Fire, Fire Aviation Operations, and the Bureau of Indian Affairs "Bluebook" with the understanding that each Team may need to adapt procedures to fit the circumstances of a specific assignment. The effective and efficient management of major emergency or critical incidents requires that a Team remain flexible, have freedom to apply sound judgment, and exercise creativity in action planning and operations to achieve desired ends.

As a Guide, this document is intended to be used as one of many tools available to teams to effectively deal with circumstances and conditions of an incident.

This Guide does not replace any members home agency rules or policies. With each team having members from several different agencies it is not possible to address every situation and how that rule or policy would apply. Each team member is responsible to notify their Team Supervisor if an order or assignment would be in conflict with an agency rule or policy, so that a workable solution can be found.

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**Introduction**

**Objectives**

- To balance the workload among the Oregon Area Teams, providing opportunities for all teams to be exercised on a regular basis.
- Build foundations for teams, the Guidelines are intended to become a framework for the teams to work within and may be augmented with each team's Standard Operating Procedures, etc. (see Appendices for each Team)
- Improve successional planning across the Oregon geographic area, including a focus on the prioritization and management of trainees
- Balance skill sets across the geographic area
- Increase partnership involvement, participation and the addition of new team members from non-traditional sources
- To create/increase broader geographic team influence through the diversification of teams. Over time each team will gain members, knowledge and expertise across sub-geographic areas increasing and strengthening local knowledge and relationships.
- Build and improve relationships between Agency Administrators and IMTs
- Provide tools to IMTs (trainee pool, alternate list, etc.)

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## EXPECTATIONS

### **What the Agency Administrator/Geographic Board can expect from the Teams**

- Discussion on the feasibility of accomplishing objectives and the selected Course of Action with consideration of values at risk vs. firefighter exposure (i.e. Strategic Risk Assessment).
- Assistance in providing documentation of the information as stated in the Delegation of Authority or Task Order and in the case of federal wildland fire, a Wildland Fire Decision Support System (WFDSS) and Strategic Risk Assessment (if applicable).
- Operations are conducted in conformance with the Delegation of Authority or Task Order, Agency Administrator Letter of Intent, the WFDSS and any additional written direction issued by the Agency Administrator/Line Officer (AA/LO).
- Professional conduct from individuals assigned to the incident, especially from Team members.
- Daily Meetings with the IC, if needed. Frequent information transfer from the Team to those individuals the AA/LO has designated.
- A facilitated daily cooperator meeting, as needed.
- Protocols outlined in the Minimum Standards for Medical Units, dated January 7, 2010 will be followed. See Appendix.
- An understanding of the local socio-economic and political concerns of the AA/LO
- A complete and comprehensive financial and property accountability package.
- Documentation of the decisions made by the Team, including a final fire package.
- Efficient use of resources assigned to the incident with emphasis on safety and cost containment.
- Attention to Human Resource issues, with an intolerance of discriminatory or demeaning actions.
- The team will lead and facilitate an incident closeout briefing following the After Action Review format if needed.
- Attention to Safety as a primary concern.

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#### What the Teams can expect from the Agency Administrator/Line Officer

- The IC should have access to the AA/LO for clarification of objectives and other associated items.
- The Team should be given a comprehensive briefing on the situation, prior to assumption of command, by the AA/LO. A delegation of authority, WFDSS (if applicable), strategic risk assessment, maps and any special instructions should be available at that briefing.
- A representative should be available to the Team to make decisions if the AA/LO is not readily available.
- Local subordinates should understand AA/LO objectives and be supportive of such.
- Protocols for ordering CISM and associated roles and responsibilities.
- The AA/LO should express, either to the team or IC, any reservations or concerns about prior experiences so the Team has the ability to deal with them openly.
- The Team should receive direct feedback on performance, or questions about performance, from the AA/LO to the IC, or from subordinates to Team members. Recommend following the Red Book/Blue Book standard.
- The Team should be allowed to function within the parameters established in the Delegation of Authority. Changes in directions should occur with changes in the delegations or task order to insure timely implementation.
- The Team should clearly understand local concerns and key contacts, protocol regarding the release of information and primary contacts for emergencies. The Team Information Unit needs prompt admin access to Inciweb from the public affairs contact and a supply of local unit maps.
- AA/LO should provide the team with a local resource advisor.
- An expectation that safety first is reflected in AA/LO direction.
- Provide a copy of the unit's Emergency Operations Plan.

#### Team Training

Each spring, the Oregon Interagency Incident Management Teams meet for a training session called - Team Training. One of the teams on a rotational basis is responsible for organizing and coordinating the training. Spring Training will be developed in coordination with the Oregon Geographic Board.

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### **Team Configurations**

Reference the Current National Mobilization Guide Standards, Chapter 60.

#### **Type 2 Long Team Configuration**

Reference the current National Mobilization Guide Standards, Chapter 60.

In addition, team trainees are assigned to meet position needs as prioritized by the Board in consultation with the Incident Commander. A team may have more than six trainees, but those above six will need to be negotiated and agreed to.

### **Team Selection**

There are three categories of Team members:

Primary Team Members

Alternate Members

Training Pool Members

(420 Mentees are managed by the PNW Training Program)

### **Selection Guidelines**

These guidelines are used to select primary members, alternates and trainees:

- Each applicant must be qualified for the position using the NWCG (National Wildfire Coordination Group) protocols.
- Active agency/cooperator personnel are selected before retired (AD) or Fire Department supplemental personnel.
- Candidates who indicate an interest in advancing through the Area Team organization to National Team positions should receive preference in selection.
- Full time agency employees must be selected for Command and General Staff positions unless no full time agency employee applicants exist. ADs may be selected only after meeting this direction.
- ADs selected for Command and General Staff positions in the absence of a full-time agency employee must be paired with a trainee who is a full time agency employee. A development plan must be in place which describes how the trainee will become fully qualified for the position. Ultimately, the intent is for the AD to be replaced on the Team by a full-time agency employee.

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- Interagency skill mixes need to be evident when each Interagency IMT roster is evaluated, this is especially important for the Operations Section.
- The selection priority for federal and non-state applicants will be for Northwest Interagency T1 IMTs before Interagency T2 IMTs.
- The PNWCG SC will review the recommendations for Interagency IMT Command and General Staff positions for alignment with the above rules and seek clarifications and pursue adjustments, if necessary, before approval.

**Primary Team Members**

Are fully qualified for the position assigned and are listed on the team roster. Primary team members are expected to be available for dispatch whenever their team is in the “up” position in the rotation schedule.

Incident Commanders, Deputy Incident Commanders, and Incident Commander Trainees are selected by the Board and recommended to the PNWCG SC for approval. The Deputy Incident commander position is not mandatory. Other positions are then recommended by the Incident Commanders and reviewed by the Oregon Geographic Board and recommended to the PNWCG SC for approval.

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#### **Primary Team Member Availability and Substitution**

Primary team members are expected to be available for dispatch when their Team is in the “up” rotation position.

When a primary team member is unavailable for dispatch with his or her team, he/she is responsible to immediately contact his/her Section Chief or Incident Commander.

The Section Chief/IC may select a replacement from the Alternate List. Alternate members should be provided an opportunity to accept an assignment before other qualified people are contacted.

#### **Alternate Members**

The alternate members are fully qualified for the positions listed, and are available to substitute for, or supplement, primary team members on your active roster. A list of Alternates will be provided prior to the start of the season and Selection Guidelines from Section 2 apply. This list will be the primary source of replacements Pre-Mobilization. The alternate pool will be managed by the NWCC.

#### **Trainee Pool Members**

The Board may prioritize positions/people in the Trainee Pool for assignment. The first opportunity for training assignments is given to the person assigned top priority for a given position. The Board will work with the Redmond Training Center to manage the Trainee Pool. Trainee's prioritized to meet IFPM requirements are responsible for notifying the Redmond Training Center, Mike Gomez, of changes in their qualifications and availability.

Trainees assigned to a team should complete their task book as soon as practical and be recommended for certification when appropriate. Once certified, the person leaves the team and joins the Alternate List for the remainder of the season. Another trainee is then selected from the Trainee Pool to join the team. The intent is to qualify as many personnel as possible each season.

#### **Apprentices / Non-Qualified Individuals**

The Board encourages the use of apprentices. This type of assignment is intended to help sustain adequate numbers of qualified individuals over time; as such, they are intended to compliment formal trainee assignments. Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a Position Task Book for a specific ICS position.

The objective of an apprentice assignment is accelerated career development of the individual and eventual qualification for assignment to IMTs. They also can contribute to the task at hand by providing some additional help to the incident, but are not relied

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upon to meet incident objectives.

Implementation of Apprentices:

- Teams will report to the Board annually on the progress of assigned apprentices
- Will be included as one of the 50 approved IMT positions unless otherwise negotiated

**Team Participant Tenure**

Team selection and formation of the Alternate List and Trainee Pool is conducted every year. Interested people must apply in each application cycle. The Board administers the application process. Each Geographic Board representative is responsible to ensure that employees in his or her agency understands the process, and to see that applicants from that agency follow the specific screening and supervisor approval process in place for that agency.

Team tenure will begin March 1 and run through the end of February.

**Performance or Conduct Issues**

The Incident Commander for each team has the right to replace team members at any time for poor performance, unavailability, or unacceptable behavior. Such decisions shall be documented in writing and sent to a Geographic Board member representing the employing agency of the replaced team member.

Post Incident or Post Season, a second level review will be performed if requested.

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### **Dispatching Role**

Each Incident Commander will designate a Dispatch Center to maintain current Team rosters in the Resource Order and Statusing System (ROSS) for mobilization of their team.

### **Team Rotation**

The Geographic Board establishes the team rotation schedule. Up status begins at 08:00 on Tuesdays and extends until 07:59 on the following Tuesday, if there is no dispatch. If there is a dispatch, the next team in the rotation moves into the “up” status, taking the remainder of the previous team’s week. This team will then continue in the “up” status for their regularly scheduled week as well, or until there is a dispatch.

If a team has had two assignments at a point during the year, and if there are any teams that have not had an assignment, the team(s) that had two assignments will be out of the rotation until the remaining teams have had at least one assignment. Once all teams have had at least one assignment, the rotation returns to the normal schedule for the remainder of the year. So that the rotation schedule stays intact during a period when one or more teams are out of rotation, the vacancy created by the team or teams that are out of the rotation will be filled by the team or teams that have not had an assignment.

The rotation schedule is posted to the NWCC Home page by March 1<sup>st</sup> of each year. Teams will roster from May 1 through October 31, or as requested by the GACC. The Geographic Board may exercise, in its opinion, a schedule modification depending on the incident or team specifications. An Incident Commander may remove his/her team from the rotation. Out of the geographic area assignments are rotated between Oregon and Washington IMT's. No separate rotation list will be maintained.

### **Team Availability for Out-of-State Assignment**

Teams were established primarily to meet potential incident management needs within the Oregon Geographic Board area (Oregon and Washington). Availability for out-of-Oregon Geographic Board area assignments is managed by the PNWCG through the NWCC.



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**Dispatch Call-Up Sequence**

An Agency Administrator orders a team.

NWCC notifies the “up” team Incident Commander and provides the requesting Agency Administrator and/or current Incident Commander contact information.

The Incident Commander makes contact with the requesting Agency Administrator and/or current Incident Commander to determine/negotiate team configuration needs.

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## **Team Performance Reviews**

At the end of each assignment, the Incident Commander is responsible to ensure that the team's performance is critiqued by the host Agency Administrator or designee. Recommend following the Red Book/Blue Book standard. Performance reviews are signed by both parties and a copy is sent to the Chair. As needed, the Board may request to meet with Incident Commanders individually. The Board will conduct post season interviews with each IC and Deputy. These will occur at the fall IC meetings.

## **Suggested Standards for Closeouts**

Closeouts are an important last piece of business for an Incident Management Team (IMT). Along with other objectives (performance rating, formal mechanism for saying good bye, etc.) they provide an opportunity for continuous improvement through Lessons Learned for both the host agency and the IMT.

- IMT's shall limit closeout discussions to three general topic areas:
  - An After Action Review written by the IMT, and conducted by the IC or designated spokesperson in the AAR format as published by the Lessons Learned Center
  - A brief discussion of Safety (i.e., lost time accidents, person years worked, etc.) conducted by the Safety Officer
  - A brief discussion of cost, and key decisions that affected cost conducted by the Finance Section Chief
- IMT's will strive to meet a 30 minute timeline (managed by the Planning Section Chief).
- Command and General Staff will normally attend (recognizing that circumstances may dictate otherwise), attendance by the rest of the IMT is at the discretion of the IC, Agency Administrator(s) and or Area Commander.
- AARs will be submitted to the Lessons Learned Center on completion of the closeout.
- The target time for completing closeout meetings is no more than one hour for most incidents (at the discretion of the Agency Administrator(s)).

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Track Future Decisions as they are made by the Board in this Appendix...

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Dutch Creek SAIR Response:



Adobe Acrobat  
Document

Medical Emergency Procedure Plan:



Adobe Acrobat  
Document

Communication Center Protocol:



Adobe Acrobat  
Document

Expanded ICS 206 Medical Plan:



Adobe Acrobat  
Document

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**Pacific Northwest**

**Incident Management Teams:**

**Incident Within An Incident Guide**

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**FIRST ON SCENE PROTOCOLS**

**(taken from IRPG insert dated spring 2011)**

**In the event of a medical emergency provide the following information to the Communications Unit**

- Declare the nature of the emergency. Medical injury/illness. If injury/illness is it Life Threatening?
- If Life Threatening, then request that the designated frequency be cleared for emergency traffic.
- Identify the on-scene Point of Contact (POC) by Resource and Last Name (i.e. POC is TFLD Smith).
- Identify nature of incident, number injured, patient assessment(s) and location (geographic and GPS coordinates).
- Identify on-scene medical personnel by position and name (i.e. EMT Jones).
- Identify preferred method of patient transport.
- Request any additional resources and/or equipment needed.
- Document all information received and transmitted on the radio and phone.
- Identify any changes in the on-scene Point of Contact or medical personnel as they occur.

(The above response protocol is also known as the Dutch Creek Protocol or 9 Line Response)

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**RESERVED TO ADD LOCAL EMERGENCY RESPONSE INFORMATION SPECIFIC TO  
INCIDENT AREA**

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#### Pacific Northwest

#### Incident Management Teams: Incident Within An Incident Guide

- The primary goal of this Guide is to provide incident personnel the guidelines necessary to *Locate, Triage, Extricate, Treat and Transport* personnel involved in an Incident within and Incident in as quick and safe a manner as possible. This guide is a supplement to the Medical Emergency Procedures on the ICS 206 Medical Plan. **The Division/Group Supervisor normally will initially oversee the emergency and activation of the Guide. The emphasis should be on ensuring that the first on scene protocols are followed and immediate action is begun to provide the patient advanced medical care and timely evacuation.** Each Incident within an Incident is different, so not all duties in this guide may need to be performed by a particular position, nor does this guide identify all duties. It is expected this organization will come from resources assigned within the Division/Group or nearest adjoining forces. Radio communication will be on the “Command Frequency” and will take priority over all other radio traffic. **Names of injured or deceased individuals will not be given over the radio.** Use of crew names or designators should be limited. Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. **All Command and General Staff will immediately meet at the Planning Meeting Location, or another location as designated by the IC, to ensure coordination, communication and IWI activation.**

#### POSITION CHECKLIST

##### FIRST ON SCENE (taken from IRPG insert dated spring 2011)

- Declare the nature of the emergency. Medical injury/illness. If injury/Illness is it Life Threatening?
- If Life Threatening, then request that the designated frequency be cleared for emergency traffic.
- Identify the on-scene Point of Contact (POC) by Resource and Last Name (i.e. POC is TFLD Smith).
- Identify nature of incident, number injured, patient assessment(s) and location (geographic and GPS coordinates).
- Identify on-scene medical personnel by position and name (i.e EMT Jones).
- Identify preferred method of patient transport.
- Request any additional resources and/or equipment needed.
- Document all information received and transmitted on the radio and phone.
- Identify any changes in the on-scene Point of Contact or medical personnel as they occur.

#### INCIDENT COMMANDER/DEPUTY INCIDENT COMMANDER

- Ensures the *Incident Within an Incident (IWI) Plan* is implemented and IWI on-scene Incident Commander is assigned.
- Notifies Agency Administrator(s), and as appropriate the Northwest Geographic Coordination Center, Local Agency Dispatch, Salem Coordination Center, Salem Safety (Injury and Fatality Reporting Process – ODF IMT Notebook), or DNR Resource Protection Division.
- Insure Investigator or Investigation Team is ordered through host agency. If a fatality, requests Law Enforcement Investigation.

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#### ***OPERATIONS SECTION CHIEF***

- Implement the *Incident Within an Incident Guide* for all "non-camp" incidents, providing coordination between the on- scene Division/Group (IWI IC) and other IMT sections/units. May become on-scene IC on more complex Incidents within Incidents.
- Ensure appropriate incident organization is formed to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Unit, etc. If taking over as IWI IC, insure other Operation Section Chief takes over your duties on primary incident.
- Coordinates with DIVS line EMT& Paramedic response to the accident site (utilize closest EMT's from crews and engines).
- Provide for immediate extrication and medical triage, treatment and transportation.
- Request a Size-up of the situation. Number of people involved and their medical condition (Triage). Nature of the incident (auto/aircraft accident, burn over, etc.) and number of personnel, crews, vehicles or aircraft involved.
- Identify Medical treatment and transportation needs.
- Identify Location and Lat/Long coordinates of site.
- Coordinate with Air Operations Branch Director for Air-Medical transportation needs.
- Prepare contingency plan should air resources not be available or not be able to get to the site.
- Coordinate and support the Safety Officer's investigation and involved Law enforcement agencies.
- Coordinate with Logistics Section (MEDL) for ground ambulance transport, medical supplies and other medical needs.
- Coordinate with the Logistics Section (MEDL) for on scene support and location of receiving hospitals for patients.
- Ensure air/ground ambulances coordinate patient transportation locations with the Medical Unit Leader. Ensure frequencies are identified to responding agencies and aircraft.
- Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response.
- **AVIATION EMERGENCIES:**
  - Air Attack, Air Operations Branch Director coordinate, as appropriate. OSC and IMT provide Support.
  - Implement Host Agencies Aviation Mishap Response Guide and Checklist & Helibase Emergency Guide, as appropriate.
  - Coordinate with Air Operations Branch Director for notification to appropriate agencies.

#### DIVISION/GROUP SUPERVISOR

- Will respond directly to the accident/incident scene and assume command until relieved, or clearly designate another capable person to be responsible, on your behalf. Staff IWI with necessary personnel from DIVS or adjoining DIVS.
- Request clear frequency from Communications. Relays incident information to Communications.
- Remain aware of surroundings. Delegate Division/Group oversight to other qualified personnel, as needed.
- Size-up the Incident (Nature of Accident, Number/Type of Resources, Location, Safety for Incoming Personnel, Lat/Long)
- Coordinate "Line EMT" response to the accident (Utilize Closest EMT's). Coordinate response with MEDL.
- Begin "TRIAGE" (PINK pages of the Incident Response Pocket Guide – IRPG)

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- Determine & initiate treatment /transportation needs. Do not move trauma victims until EMS arrives except for patient safety.
- Evaluate special needs (Law Enforcement, Heavy Rescue, Haz Mat, fire protection or suppression)
- Coordinate with Air Attack for Air-Medical transportation needs
- Notify OSC and SOF of all accidents/incidents and update regularly.
- Preserve the scene for accident investigation and begin documentation.

#### **SAFETY OFFICER**

- Primary Duty: Maintain Overall Incident Safety.
- May assume command of incidents within the incident base facility when present.
- Provide coordination between the incident and other IMT sections and units.
- Evaluate safety issues at all accident/incident sites and work with Division/Group Supervisor in charge to mitigate them.
- Initiate the investigation of the emergency and coordinate with the IC to request the appropriate investigation resources/teams.
- Begin preliminary investigation. Secure witness names, initial statements and all evidence relating to the accident/incident.
- Coordinate investigation with comps/claims unit.
- Obtain sketches and photos of emergency scene.
- Coordinate with and support the Division/Group Supervisor in charge at the scene of “non-camp” incidents.

#### **LIAISON**

- Assist the Medical Unit Leader as needed
- Insure coordination with investigating entities
- Assist other positions as needed
- Coordinate with cooperators and key stakeholders

#### **INFORMATION OFFICER**

- Collect pertinent emergency information.
- Coordinate information release with Incident Commander and Agency Public Affairs Officer.
- Assign Information Officer(s) to field media inquiries at accident scene, med-evac area and hospital.
- Coordinate with Liaison, SOF and SECM regarding roadblocks, evacuations and emergency medical information needs.
- **No personal information shall be released** until approved by Incident Commander. Coordinate with local Agency.
- Coordinate with employee's home unit.

#### **PLANNING SECTION CHIEF**

- Complete the 209 and coordinate with IIO to include accident information and status in the daily agency morning fire update.
- Coordinate Critical Incident Stress Debriefing with HSRP for effected personnel.
- Provide and coordinate a Family Liaison with supporting agencies, (Home Unit, Red Cross, 100 Club, Chaplin)
- Provide Briefing at ICP for Incident Personnel. Develop IWI incident action guide as needed.

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- Ensure all communications regarding the accident and actions are well-documented.

**LOGISTICS SECTION CHIEF**

- *Assume command & implement Incident Within Incident Plan for incidents within the incident base facility in absence of SOF*
- Ensure maintenance of accurate radio logs, use the *Injury Communications Protocol Form* (Logistics Manual Appendix I – 10) until the emergency has terminated. Ensure Safety Officer receives copies in a timely manner.
- Establish emergency radio communications, on a different frequency, if requested by scene IC.
- Provide ground or air transportation, depending upon need. Coordinate with Air Operations Branch Director.
- Order needed resources for the emergency
- Monitor support functions and assess additional needs.
- Coordinate removal of damaged vehicles.
- Assist Medical Unit Leader with communications with the hospital and ambulance service.
- Coordinate Security with Team Liaison and Operations Section Chief as necessary.
- Locate and secure personal effects of injured personnel. May assign to MEDL or SECM.

**FINANCE SECTION CHIEF**

- Coordinate with Agency Administrative Officer(s) and Agency Risk Manager.
- Coordinate Compensation/Claims Unit response (Risk Management Forms). Claims specialist may need to respond to scene.

**COMMUNICATIONS UNIT**

- Determine nature of emergency.
- Request emergency traffic on radio frequency used or at OSC or on-scene contact request, designate an emergency frequency for all accident related transmissions.
- If emergency is medical injury/illness, determine if life threatening.
- Identify the on-scene point of contact by position and last name.
- Identify number of injured, patient assessment and location (geographic and GPS coordinates).
- If life threatening, clear designated frequency for emergency traffic.
- Contact Medical Unit Leader immediately and inform of the situation.
- Notify IC, Deputy IC, SOF, OPS, LSC, AOBS, HR, PIO, PSC
- Identify on-scene medical personnel and skill level (i.e. paramedic, EMT, Wilderness First Responder).
- Identify preferred method of patient transport.
- Determine if any additional resource and/or equipment are needed.
- Document all information received or transmitted on the radio or phone.
- Document any changes in the on-scene point of contact or medical personnel as they occur.
- Distribute information to IC, SOF and MEDL.
- Ensure documentation is accurate and forward to documentation unit.

**MEDICAL UNIT LEADER**

- Coordinate proper emergency medical response and evacuation of injured.
- Provide necessary medical supplies and transportation based on incident.

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- Contact hospitals, EMS services or other relevant contacts upon arrival at the IWI.
- If requested, provide medical care and assistance to civilian casualties.
- Coordinate with comp unit on treatment and hospitalization of the injured.
- Ensure that all reports are accurate and forward to documentation unit.

#### **HUMAN RESOURCE SPECIALIST**

- Notify Geographic Area HRSP Coordinator. Order additional HRSP to support incident as needed.
- Provide and coordinate a Family and Home Unit Liaison, working with agency administrator, IC and Plans.
- Coordinate peer counseling/defusing session or critical incident stress debriefing (CISD) for involved personnel, working with host unit and IC.
- Assist LSC in securing facilities and support for CISD and crew needs (phones, meeting places, need for clergy, etc).
- Work with PSC for a secure meeting location for impacted crews and family members and debriefing location.
- Maintain current list of personnel involved.
- Research and provide list of local churches, spiritual leaders/phone numbers and EAP services
- Coordinate with SOFR and OSC related to the welfare of involved personnel, and if warranted, recommend a stand down, relocation or reassignment of personnel. Provide input to IC/Deputy IC on observations or reactions to CISD

#### **HOST UNIT AGENCY**

- Order appropriate law enforcement, security and investigation personnel.
- Follow agency protocol to make necessary contact.
- Provide all public info and HR assistance.
- Coordinate with IC to determine need for CISD.
- Handle all agency specific details.

#### **SECURITY MANAGER**

- Contact and coordinate activities with local jurisdiction and host agency law enforcement personnel.
- Provide security for the accident scene and conduct interviews based on direction from safety officer.
- Ensure all reports are accurate and forwarded to Documentation Unit.

#### **AIR OPERATIONS**

- Coordinate and provide proper air transportation for rescuers, injured and investigators to and from accident site.
- Prioritize all on-going aircraft mission in consultation with ATGS.
- ATGS/other aircraft provide communication link in areas with poor communications.
- Air Operations Medical Response Plan will guide all air transport of personnel.
- Insure incoming non-incident aircraft have been informed of incident frequencies and air space procedure.

